

**SOP:**           **How to make a peanut butter and jelly sandwich**  
**Revision:**    2.0  
**Date:**         01/02/13

### **1.0 Purpose**

This procedure describes the correct method for making a peanut butter and jelly sandwich to delight my children.

### **2.0 Scope**

This applies to all members of my family who make peanut butter and jelly sandwiches for my children.

### **3.0 Responsibility**

Everyone who makes peanut butter and jelly sandwiches should be aware of how to make them properly because my childrens' happiness is critical to my happiness.

### **4.0 Materials**

- Peanut butter (crunchy)
- Jelly (strawberry and apricot)
- Whole wheat bread
- Knife
- Clean plate
- Hand soap
- Clean water
- Single-use paper towels
- Dawn dish soap (commercially available)
- Measuring cup and spoons (teaspoon and tablespoon)
- Sponge
- Drying racks (dish and sponge)
- Square Tupperware container (if necessary)

### **5.0 Procedure**

*Procedure to be completed every time my children need a peanut butter and jelly sandwich such as for school lunch or afternoon snack.*

1. Begin by properly washing your hands. If you are not sure how to do this properly, please see the hand washing SOP. Use hand soap, water and paper towels for this. Wet hands with water.
2. Remove bread and peanut butter from the cabinet in the kitchen, place on

Revision: January 2, 2013

counter.

3. Remove the jelly from the refrigerator in the kitchen, place on the counter.
4. Remove the clean plate from the cabinet, place on the counter.
5. Remove the knife from the silverware drawer place on the counter.
6. Place two pieces of bread on the clean plate.
7. Open the peanut butter jar and with the knife, spread 1 tablespoon of peanut butter on one slice of bread. Wipe the knife clean on the other slice of bread when finished spreading the peanut butter.
8. Open the jam jars. Measure one teaspoon of strawberry jam, place on bread with spread peanut butter. Measure one teaspoon of apricot jam, place on bread with spread peanut butter and with the knife, spread jam mixture on top of the peanut butter.
9. Place the piece of bread without peanut butter and jelly on top of the piece with peanut butter and jelly. Align the pieces so their edges match.
10. Cut the sandwich in half (vertically, horizontally, or diagonally are all acceptable).
11. If making for immediate consumption, call the name of the appropriate child. If making for lunch, place in Tupperware container.
12. In sink, mix one tablespoon of Dawn detergent with 16 cups of water (Dawn soap is stored under the sink). [Note: If I were using a sanitizer, I would list the final PPM needed to be effective and how this would be monitored]
13. Place knife and plate in sink with detergent mixture. Use sponge to wash knife and plate. Rinse with clean water from sink faucet. Place in drying rack to air dry. Squeeze sponge dry and place in sponge drying rack.
14. Return all other items to the place from which they were removed.